



## Job Opportunity Bulletin

### Student Assistant

2 Positions Available

<b>Tenure/Time Base:</b>	Temporary/Intermittent
<b>Work Hours:</b>	Varies between core hours of 8am – 5pm
<b>Office/Location:</b>	California Commission on Teacher Credentialing Certifications, Assignments, and Waivers 1900 Capitol Avenue Sacramento, CA 95814-4213
<b>Salary:</b>	Range A: \$8.13 - \$8.70 Range B: \$8.70 - \$9.35 Range C: \$9.35 - \$10.03 Range D: \$10.03 - \$10.83
<b>Final Filing Date:</b>	February 5, 2007
<b>Contact:</b>	Gary Chapman (916) 445-2516

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#### Duties:

Under the close supervision of the Office Services Supervisor II, the student assistant provides support and is responsible for the following:

- Proofread completed credential application request packages and mail out computer generated credentials, duties includes:
- Each package is proofread for:
  - ✓ application form completed correctly
  - ✓ ensure name on credential matches the request and spelling is correct
  - ✓ social security number on the application matches the credential
  - ✓ fingerprint clearance is attached and matches the application, if applicable
  - ✓ ensure the date on the credential is correct
  - ✓ ensure confidential information is not mailed out
  - ✓ purge appropriate documents
  - ✓ ensure restriction of credential has been documented on the credential
  - ✓ ensure the correct type of credential has been issued
- Stuff envelopes and mail out individual credentials to each applicant. In addition, bulk mail documents to counties and the appropriate institutions.
- Flip through each page of the application package to ensure credential copies are filed in numerical order.
- Batch in bundles and place in a box.
- Sort and assemble daily batches of applications and documents.
- Back-up in the Cashiering Unit when needed, and other related duties as required.

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#### Conditions of Employment:

Fingerprint Clearance is required.

Prior to obtaining employment with the California Commission on Teacher Credentialing (Commission), all students must submit official transcripts, proof of enrollment in a minimum of six semester units and maintain a 2.0 GPA or higher.

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#### Desirable Qualifications:

- Strong computer skills (word, excel, internet)
- Strong researching and writing skills
- Ability to follow oral and written instructions with minimum supervision
- Demonstrated sense of responsibility for the job and good attendance
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude

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#### Who May Apply:

Individuals who currently attend an accredited college or university and are enrolled in not less than six semester units with a 2.0 GPA or higher and possess the desirable qualifications listed above are eligible to apply. The appointment is subject to the State Restriction of Appointment (SROA).

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#### Important Note:

Interested applicants must submit, by the final filing date, a State Application form (STD 678), and include RPA 07-166 & 07-167 on the front of the application to the above address, Attention: Gary Chapman. The applications will be screened and only the most qualified applicants will be invited for an interview.

*The California Commission on Teacher Credentialing is an Equal Opportunity Employer to all regardless of race, color, creed, national origin, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.*